



# WOCSDICE EXMATEC 2022

3-6 May 2022 | Ponta Delgada (São Miguel island - Azores), PORTUGAL

## PRESENTATION GUIDELINES

*In order to ensure your presentation is successful and trouble-free, kindly follow the instructions given below.*

### Language

The Conference's official language is English.

### Duration of Presentations

- **Invited:** 25 minutes, followed by 5 minutes for Q&A (30 minutes total)
- **Oral:** 7 minutes, followed by 3 minutes for Q&A (10 minutes total)

Speakers must ensure that their presentation, including the period for questions and answers, takes no longer than the time stipulated in the Scientific Programme. **The Chairpersons will be strict on timing.**

### Presentation Requirements and Supported Formats

PowerPoint type projection will be available and all the hardware (laptop computer, projector and screen, microphone and pointer) will be provided by the Conference Organisation, not only to ensure consistency in technical quality but also to allow quick and smooth transition between speakers. The computer system supports presentations made with the following software: **MS Office; Open Office; Adobe PDF.**

### Conference Room

**Only the provided laptop in the Conference room will be used for all presentations.** Speakers can upload their presentation file to the laptop right before their Session begins, with the help of the Staff Team that will be permanently in the room. In alternative (although not advisable), speakers can bring the file in an USB storage device and run it on the provided laptop for their presentation.

### Privacy Procedures

All presentations and associated files left in the Conference room's laptop after the end of the Conference **will be deleted and will not be provided to anyone**, unless explicitly authorised by the author(s).